

CIA INTERNAL USE ONLY

26 November 1957

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT : Weekly Activities Report #48
19 - 26 November

1. Basic Management. Basic Management #39 (GS 11-13) will start on 2 December. Mr. Kirkpatrick, the IG, will discuss problems of management with members from this class and class #38 during the first session of the course. The reading matter for the class has been revised in an attempt to stress a number of basic points, keep the readings fairly short, and approach management problems from an Agency viewpoint.

STAT

2. Basic Supervision. On 19 November Mr. Gordon Stewart, Director of Personnel, addressed [] first-line supervisors about frequently recurring supervisory problems as seen by someone in his position. This meeting was the second large follow-up meeting for Basic Supervision and the audience was made up of members of ten former supervision courses.

STAT

The new course, Introduction to Supervision, for GS 5-7 is oversubscribed and the final roster of [] students represents 12 Offices in the Agency.

STAT

Basic Supervision #36, scheduled to begin on 9 December for GS 9-11 supervisors is also oversubscribed at this time.

STAT

3. General. On Friday, 22 November, [] pinch-hit for Mr. [] on the subject of Organization and Function of CIA and Its Place in the Intelligence Community for a group from the Office of Security.

STAT

[] doubled off the outhouse wall in center field.

STAT

[] attended a discussion of work simplification techniques on 22 November in the Management Staff's headquarters in the Matomic Building. The consensus of the meeting was that work simplification was a good thing.

/ Chief, Management Training Faculty

CIA INTERNAL USE ONLY